NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES POLICY AND PROCEDURE DIRECTIVE

SUBJECT: SAFETY MANAGEMENT

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ORIGINAL DATE: 05/06/92

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APPROVAL: Rosalyne Reynolds (s), Agency Director

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I. PURPOSE

The purpose of this policy is to establish procedures, standards, guidelines and training methods to provide a safe and healthy facility environment. The promotion of safety will be an inherent responsibility for all staff at Northern Nevada Adult Mental Health Services (NNAMHS).

II. POLICY

It is the policy of NNAMHS to provide a safe environment for consumers, staff and visitors.

III. DEFINITIONS

Employee: State, contract, volunteers, interns and students providing services at NNAMHS.

IV. REFERENCES

- 1. NNAMHS Policy NN-HR-20 entitled, "Staff Education."
- NNAMHS Policy NN-PI-04 entitled, "Employee/Visitor Injury & Property Damage Report."
- 3. NNAMHS Policy NN-IC-15 entitled, "Infectious Waste Handling and Disposal."

IV. PROCEDURE

- 1. Safety Officer Responsibilities
 - a. The safety officer shall be a member of the Environment of Care Management Committee and report to that committee on a regular basis his/her activities.
 - b. When the safety officer is not available, staff members are to contact the Agency Director, director designee, or the Administrator on call in the event of an emergency.
 - c. The safety officer for this facility is delegated authority to take necessary preventive or corrective action when a condition exists that poses imminent or serious hazard.
 - d. Any action taken by the safety officer, to stop an unsafe operation where imminent danger is involved, will be followed immediately by notification to the Agency Director or their designee and the Performance Improvement Coordinator.
 - e. The safety officer is responsible for determining the appropriate emergency response protocol .
 - f. Other responsibilities include:
 - Overseeing the maintenance of a Master MSDS file in the Purchasing Department
 - ii. Reviewing each incident for compliance with existing policies and
 - iii. Monitoring problems as they arise

- 2. Environment of Care Management Committee
 - a. The Environment of Care Management Committee will consist of, but is not limited to, the following personnel:
 - Safety Officer/Facility Supervisor
 - ii. Hospital Educator
 - iii. Infection Control Officer
 - iv. Nursing Department representative
 - v. Outpatient Services representative
 - vi. Food service representative
 - vii. Performance Improvement Coordinator
 - viii. Medical Staff Representative
 - ix. Agency representative to MHDS Disaster Team
 - b. The committee will meet at least every other month, with minutes kept for each meeting. The functions of the committee are as follows:
 - i. Review the Environment of Care Management Programs.
 - ii. Review program progress and develop new standards.
 - iii. Discuss any new policy or changes that will affect the employees.
 - iv. Recommend ways of improving the fire and safety protection program.
 - v. Identify accident causative factors and recommend ways to improve accident prevention.
 - vi. Take action when a hazardous condition exists.
- 3. Department Heads and Supervisors
 - a. Department heads and supervisors are responsible to exercise continuous leadership in all aspects of the Safety Management Program. This includes compliance with established standards and regulations and providing instruction and training of subordinates in safe work methods and practices.

They are responsible for the safety of their employees and assuring the work environment is maintained in a safe condition at all times.

- b. The responsibility of each supervisor will include:
 - Consider the prevention of injury key to workplace success
 - ii. Promote every aspect of the Safety Management Program and correct unsafe work practices.
 - iii. Identify and provide safety training as needed.
 - iv. Enforce all safety protocols and implement disciplinary action as a result of willful violation.
 - v. Continuously monitor work areas for unsafe conditions and implement corrective action.
- c. Supervisors will assign employees only to jobs the employee is qualified and physically able to perform safely.
- d. Provide equipment, tools and supplies suitable for the safe performance of their assigned work will be provided.
- e. Department heads and supervisors will not interfere with the ability of any employee to file a report on an unsafe working condition, or to initiate and participate in any proceeding related to occupational safety. Written reports may be placed in the NNAMHS Safety Officer's mailbox or the Performance Improvement mailbox. No employee will be subject to restraint, interference, coercion, discrimination, or reprisal by virtue of participation.
- 4. Employee Responsibilities and Rights
 - a. All employees of NNAMHS are responsible for the following:
 - i. All employees are required to participate in safety training annually. Fire, Safety, Infection Control and Emergency Preparedness training is provided for all new employees as a part of the NNAMHS Orientation. This training is documented in the employee's personnel record.

- ii. Employees are responsible to promptly report any unsafe conditions, practices, or working conditions to the supervisor, including assignments the employee cannot perform safely.
- iii. Comply with established occupational safety and health standards and all rules, regulations, instructions and orders applicable to their actions and conduct. Failure to do so may result in disciplinary actions being taken.
- iv. Follow established safe practices and work methods.
- v. Use safety devices and personal protective equipment.
- vi. Report all safety incidents to the supervisor, regardless of how minor they may appear.
- vii. Promptly report to the supervisor any occupational injury or illness sustained and complete the required Workers Compensation forms within the specified time frames, as per policy.
- viii. Take an active part in the Safety Management Program and contribute suggestions which might assist in the prevention of accidents.
- b. Any employee is free to file a report on an unsafe working condition and to initiate and participate in any proceeding under or related to occupational safety. Written incident reports may be placed in the NNAMHS Safety Officer's mailbox or the Performance Improvement mailbox. No employee will be subject to restraint, interference, coercion, discrimination, or reprisal by virtue of participation.

5. Personal Protective Equipment

a. Personal protective equipment will be provided by Northern Nevada Adult Mental Health Services if justified as a protection and not merely as a convenience to the individual. Justification should be based on an analysis of each job for potentially hazardous situations, giving consideration to the severity of the hazards and frequency of exposure. Employees and volunteers are to use personnel protective equipment as necessary.

- Department Heads and or Supervisors will make the determination as to whether to provide personal protective equipment with advice and assistance, as appropriate from the Safety Officer and Infection Control Officer.
- c. Supervisors will instruct employees in the proper use of required personal protective equipment appropriate for each job. Supervisors will periodically inspect personal protective equipment and assure effectiveness and proper sanitation.
- d. Equipment selection and request for purchase will include consideration of safety, occupational health and fire protection features. Equipment systems and devices will be inspected and tested in accordance with prescribed preventive maintenance standards, which relate to safety, occupational health and fire protection, to the maximum extent of available resources.
- e. Staff designated to use personal protective respirators are required to complete annual physical testing and certification in compliance with Occupational Safety and Health Administration Regulations. These tests will be at the expense of the facility.